

GUIDELINES FOR THE ADMINISTRATION OF MERIT PAY

1. All Career Service employees who were employed prior to October 1, 2003 are eligible for merit pay.
2. All eligible employees who received an overall rating of, "Exceeds Expectations" or "Outstanding" on their most recent performance appraisal will receive merit pay.
3. Individuals, who have been Career Service employees for ten (10) or more years, who leave County employment subsequent to their annual employment appraisal but prior to the award of merit pay, shall be eligible for a single award of merit pay for their most recent appraisal period prior to leaving County employment.
4. Merit pay will be awarded in the form of a lump-sum payment of \$400.00 and \$600.00. (Part- time and employees who have been employed less than one (1) year would have their merit pay pro-rated.)
5. The merit awards will be apportioned by the Human Resources Division to eligible employees on the basis of scores on the annual or probationary performance appraisal.
6. The merit pay will be distributed on April 16, 2004 as a separate paycheck, other than the employee's regular bi-weekly or monthly paycheck.

AWARDS CHART

MERIT PAY, APRIL 2004

PERFORMANCE RATING	MERIT PAY
2 - 2.79	\$400.00
2.8 - 3	\$600.00

PRORATION CHART HOURS WORKED

<u>ANNUAL HOURS WORKED</u>	<u>PRORATION FACTOR</u>
2080	100%
1560	75%
1040	50%

PRORATION CHART FOR SERVICE LENGTH

<u>START MONTH</u>	<u>PRORATION FACTOR</u>
April 2003 and Prior	1.000
May 2003	.917
June 2003	.833
July 2003	.750
August 2003	.667
September 2003	.583
October 1, 2003 and After	Ineligible